



PAST REVIEW (BUSINESS VERSION)



1

Review

Complete the review of the past tense with 'simple' or 'past progressive'.

Grammar review - simple past tense or past progressive tense?

We use the **past** _____¹ to talk about completed events in the past:

I **received** an email this morning at 8 o'clock.

Where **did** you **go** yesterday?

We use the **past** _____² to talk about unfinished activities that are in progress at a particular time in the past:

I **was writing** an important email at 9 o'clock this morning.

He **wasn't working** at 6 o'clock.

We use the **simple past** with the **past** _____³ form to talk about a finished action that happened while another activity was in progress:

I **was giving** a presentation when you **called** me.

Were you having lunch when the client **arrived**?

Remember that some verbs are NEVER used in the **past** _____⁴ form. These are called static or state verbs, e.g., love, like, know, need, want, hate, understand, etc.

I **liked** the idea. (NOT ~~I was liking~~ the idea.)



2

Practice I

Match the verbs on the left with the nouns on the right.

- | | |
|----------|-----------------|
| 1. write | a. a diagram |
| 2. make | b. an email |
| 3. talk | c. a phone call |
| 4. print | d. brochures |
| 5. drive | e. home |
| 6. draw | f. lunch |
| 7. have | g. on the phone |



Jeff works for an American printing company. Watch the video clips from his day at work. Imagine that the video was filmed yesterday. For each clip, ask and answer the questions like in the example.

1. What was he doing at 10:00 a.m.? He was drawing a diagram.
2. What was he doing at noon?
3. What was he doing at 1:00 p.m.?
4. What was he doing at 4:00 p.m.?
5. What was he doing at 5:00 p.m.?
6. What was he doing at 6:00 p.m.?
7. What was he doing at 8:00 p.m.?

Work in pairs. Ask and answer the same questions about yourself:

1. What were you doing at 10:00 a.m.?
2. What were you doing at noon?
3. What were you doing at 1:00 p.m.?
4. What were you doing at 5:00 p.m.?
5. What were you doing at 4:00 p.m.?
6. What were you doing at 6:00 p.m.?
7. What were you doing at 8:00 p.m.?

**3****Practice II - Simple past or past progressive**

Complete the sentences with the verbs in the correct form:

1. I ate (eat) sushi for lunch yesterday.
2. I _____ (read) a really interesting article at 8:30 this morning.
3. He _____ (not/want) to hire a new employee.
4. Alan _____ (not/go) on a business trip last year.
5. At 5 o'clock, the workers _____ (wait) for a taxi.
6. At 9:00 p.m., Joe _____ (not/work) He _____ (rest) at home.
7. What _____ (you/do) when I _____ (call) you?
8. I _____ (not/get) your phone call. I _____ (meet) a client.
9. They _____ (wait) for the boss when he _____ (arrive).
10. When she _____ (leave) the office, it _____ (rain).

4**Practice III**

Make true sentences about you using the verbs below in the correct form. Compare with a partner.

1. I (take a business trip) last month.
2. I (have breakfast) at 8 o'clock this morning.
3. I (have breakfast) yesterday.
4. I (write) more than five emails yesterday.
5. I (write) an email 30 minutes ago.
6. I (get up) early this morning.
7. I (sleep) at 7 o'clock this morning.
8. I (work on a project) at midnight last night.
9. I (go to a restaurant) yesterday evening.

Now make questions about each sentence like in the example.

1. Did you take a business trip last month ?
2. ?
3. ?
4. ?
5. ?
6. ?
7. ?
8. ?
9. ?

Ask and answer the questions with a partner like in the example below:

A: Did you take a business trip last month?

B: Yes, I did. / No, I didn't.